

HAMILTON COUNTY, TENNESSEE, OFFICE OF THE CLERK & MASTER
PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens an enforceable right to access open public records that exist at the time of the request. However, it is the policy of Hamilton County, Tennessee, Office of the Clerk & Master to extend such open public records access to all members of the public, regardless of residency. The TPRA does not require Records Custodians or the Public Records Request Coordinator to compile information or create or recreate records that do not exist. Certain information is not public, which may require that the requested records be redacted prior to being provided.

To: Public Records Request Coordinator

Mail this printed form to: Hamilton County Clerk & Master's Office
Attn: Public Records Request Coordinator
625 Georgia Avenue, Suite 300
Chattanooga, TN 37402

Date of Request: _____

From:

Requestor's Name:

Requestor's Phone Number:

Requestor's Mailing Address:

Requestor's Email Address:

Is Requestor a TN Resident?

Yes No

Type of Request:

Inspection Only: *(The TPRA does not permit fees or require a written request for an "inspection only" request.)*

Copy/Duplicate (Includes Electronic): Copies not exceeding a cost of \$3 will be provided at no charge. Thereafter, fees will be assessed pursuant to the Hamilton County Clerk & Master's Public Records Policy. You will be provided an estimate of anticipated costs, which must be paid in advance of production of any records.

*** Copies (electronic or paper)

\$.50/page

Certified Photocopies

\$5.00 + \$.50/page

Additional Fees: If the final cost of fulfilling the records request is more than the estimated amount, Requestor must to pay the difference before records will be provided.

Delivery preference:

On-Site Pick-Up
 Electronic

USPS First-Class Mail
 Other: _____

Records Requested: Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the PRRC and/or Records Custodian responding to the request to identify the specific records you are seeking.

**HAMILTON COUNTY, TENNESSEE, OFFICE OF THE CLERK & MASTER OPEN RECORDS ACT POLICY
APPENDIX A**

Type of Record Requested	Timeframe or Date Range	Subject Matter or Key Words Related to Requested Records
<i>Example: Will of John Doe</i>	<i>1/1/2001 - 1/1/2005</i>	<i>Last Will and Testament, 1425 Somewhere Street, 1940 Oldsmobile</i>

Notes or Comments: _____

By my signature below, I acknowledge my understanding that I must pay all fees before any records will be produced and/or made available to me.

 Signature of Requestor

This section to be completed by Public Records Request Coordinator

Date Request Received: _____ Assigned Tracking Number: _____

Forwarded to: _____ Date Sent: _____